

# REGIONAL TRANSPORTATION OFFICER

# **Purpose:**

To actively support and uphold the City's stated mission and values; to represent the City's interests in specific transportation projects with various organizations, governmental agencies and officials; to serve as a technical advisor regarding regional transportation projects and programs impacting Tempe; to develop and communicate the City's positions, goals, and strategies relating to transportation issues and proposals; to closely coordinate assigned project activities with the appropriate City departments, outside agencies and stakeholders.

# **Supervision Received and Exercised:**

Receives direction from the Assistant City Manager and follows standard operating procedures.

#### **Position Information:**

Funding is only for two years starting when the position is initially filled. Due to the defined duration of the position, no ninety (90) day notification is required when the position is abolished. The incumbent will not have layoff rights due to the position's unclassified status.

The incumbent shall not represent any other entity within the State of Arizona for the duration of employment in the position of Regional Transportation Officer. Any outside employment must have prior approval from the Assistant City Manager.

#### **Essential Functions:**

Duties may include, but are not limited to, the following:

Regional Transportation Duties, when assigned and as a member of a team of multidisciplined staff professionals:

 Proactively identify any federal, statewide or regional transportation related proposals that may impact city policies, programs, or other emerging, long-range issue areas. Inform, confer, strategize and coordinate efforts with the Assistant City

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Regional Transportation Officer (continued)

Manager and other senior leadership to determine the best approach to advocate on behalf of Tempe.

- Represent the City's interests with outside agencies and stakeholders affected by any assigned transportation project, including ASU, Salt River Project, Downtown Tempe Community, Tempe Chamber of Commerce and other appropriate agencies.
- Serve as a member of a technical advisory team to the City Manager and City Council on various transportation projects as assigned; develop and prepare recommendations, technical reports and presentations for the City Council, City departments, stakeholder groups and other agencies including but not limited to Valley Metro Rail, Regional Public Transportation Authority (RPTA) and Maricopa Association of Governments (MAG).
- In cooperation and coordination with Public Works Transit / Transportation Division and City Manager's staff, identify the priority of multi-modal CIP projects in securing Local, Regional, State and/or Federal grants for multi-modal projects.
- In cooperation and coordination with Public Works provide coordinated staff support for the Transportation Commission and Council Transportation Committee..
- Provide support and technical advice to the Assistant City Manager, City Manager, Public Works Director, Community Development Director, Government Relations Officer and other appropriate staff regarding Valley Metro, METRO, and MAG Transportation Policy Committees, as assigned.
- In cooperation and coordination with Public Works, provide technical support for street car and/or other assigned transportation project budgets, including coordination with intergovernmental, Phoenix and RPTA staff on federal funding requirements, requests and reports; supporting the City's long range transit financial plan and coordinating financing issues.
- In cooperation and coordination with Public Works, represent the City's interest in regional planning projects as assigned, such as Commuter Rail Strategic Plan, Regional Transit Framework Study Stakeholders, MAG Central Framework Study, and I-10 Major Investment Study.
- Serve as a point of contact and technical advisor for statewide transportation planning issues.
- In cooperation and coordination with Public Works, serve as a point of contact for ADOT projects and provide technical advisor through and including the environmental process, regulatory review process, regional funding and programming process in cooperation with appropriate staff and departments.

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Regional Transportation Officer (continued)

- In cooperation and coordination with Government Relations staff, monitor proposed state and national legislation affecting transportation planning and programming with potential impact on the City to ensure local concerns are addressed.
- Participate in railroad related transportation programming efforts such as quiet zone planning and coordination, disposition of railroad property and safety matters as assigned and with appropriate City departments and external agencies.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints as assigned.
- Provide respectful, collaborative, effective and professional support to coworkers, City departments, stakeholder groups and other agencies including but not limited to Arizona Department of Transportation (ADOT) Valley Metro Rail, Regional Public Transportation Authority (RPTA) and Maricopa Association of Governments (MAG).
- Represent the City of Tempe in a professional, knowledgeable and cooperative manner to stakeholders such as citizen groups, Arizona State University and various state and regional agencies.
- Perform other duties related to the core functions of this position.

## **Minimum Qualifications:**

#### **Experience:**

Five years of professional transit and/or transportation project management experience in the public sector. Street car project management experience is preferable.

#### **Education:**

Requires a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, planning, engineering, government relations, or a degree related to the core functions of this position.

#### Licenses/Certifications:

None

#### **Examples of Physical and/or Mental Activities:**

(Pending)

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# CITY OF TEMPE Regional Transportation Officer (continued)

#### **Competencies:**

Integrity: Abide by a strict code of ethics and behavior; encourage others to behave accordingly; treat others with honesty, fairness and respect; and take responsibility for accomplishing work goals within accepted timeframes.

Team Building: Encourages and builds mutual trust, respect and cooperation among team members; Identifies sources of conflicts and provides parties with an opportunity to express their point of view; discourages non-productive behavior; and generates enthusiasm for task objectives and team accomplishment through standard and creative influence techniques.

Monitoring Work: Identifies work-related performance criteria that need to be measured for individual and team performance; conducts frequent progress review meetings with team members to discuss progress and remove barriers to progress; solicits feedback from multiple sources during and following task completion to ensure tasks are performed correctly.

Communication: Disseminates information in a timely, efficient manner; keeps team members well-informed through a variety of means, including productive and informative group and individual meetings and targeted written communications; and monitors internal and external environments to determine if additional information is required to perform tasks.

Professionalism: Maintain composure and deal calmly and effectively in stressful situations; project an appropriate image of self and the organization; and take pride in work and the work of the organization.

Initiative: Work with energy, drive and strong accomplishment orientation; go beyond the routine demands of the jobs; perform effectively with minimal direction; and always strive to succeed and excel.

Planning and Organizing: Approach work in a methodical manner; prioritize tasks and perform accurately and completely; allocate time and resources effectively; and develop contingency plans.

Dependability and Reliability: Responsible and consistent in fulfilling obligations; diligently meets deadlines; and complies with organizational rules, policies and procedures.

Critical and Analytic Thinking: Use inductive and deductive reasoning to perform job successfully; critically review, analyze, compare and interpret information; and quickly understand, orient and learn new assignments.

Teamwork: Accept membership in a team; develop constructive and cooperative working relationships with others; identify goals and values of the team; and bring others together to reconcile differences.

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Job Code: 483

Status: Exempt / Unclassified

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